

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting  
May 27, 2014  
7:30 p.m.  
Council Chambers

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1. CALL TO ORDER
2. INVOCATION: Council Member Wright
3. SALUTE TO THE FLAG: Mayor Umstattd
4. ROLL CALL
5. MINUTES (*Tab B*)
  - a. Work Session Minutes of May 12, 2014
  - b. Regular Session Minutes of May 13, 2014
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
  - a. Certificate of Recognition – Ricky Keech
  - b. Proclamation – Relay for Life
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
  - a. Lowenbach Improvements, Ph. V – Construction Contract Award (*Tab 01*)

**RESOLUTION**

Awarding the Construction Contract for the Lowenbach Street Improvements Phase V Project to Arthur Construction Co., Inc., In the Amount of \$2,699,987.75

- b. Potomac Crossing Park – Construction Contract Award (*Tab 02*)

**RESOLUTION**

Awarding the Construction Contract for the Potomac Crossing Park Project to Arthur Construction Co., Inc., In the Amount of \$452,747.25

- c. Lower Sycolin Sewage Conveyance System, Ph. II – Design Change Order Authorization  
(*Tab 03*)

**RESOLUTION**

Lower Sycolin Sewage Conveyance System Phase II Project Change Order No. 7 for Design and Engineering Services

- d. Making an Appointment to the Planning Commission (Burk) (*Tab 05*)

**RESOLUTION**

Making an Appointment to the Planning Commission – Gigi Robinson

10. PUBLIC HEARINGS

- a. None.

11. RESOLUTIONS AND MOTIONS

- a. None.

12. ORDINANCES

- a. None.

13. UNFINISHED BUSINESS

- a. None.

14. NEW BUSINESS

- a. None.

15. COUNCIL COMMENTS

16. MAYOR'S COMMENTS

17. MANAGER'S COMMENTS

18. CLOSED SESSION

- a. Real Estate Matter

19. ADJOURNMENT

ASSISTED LISTENING SYSTEM

Is available at the meeting. If you require any type of reasonable accommodation, as a result of a physical, sensory, or mental disability, to participate in this meeting, please contact the Clerk of Council at 703-771-2733. Three day's notice is requested. Thank you.

## **Council Invitations**

*May 26*– Memorial Day Commemoration, 10 a.m., Courthouse Lawn

*May 30*– Donations for Dogs, 12-2 p.m., Lower Level of Town Hall

*May 31*– Western Loudoun Relay for Life, 1 p.m., Heritage High School

*May 31*– 28<sup>th</sup> Annual Leesburg Classic Car Show benefiting CS Monroe Auto Body and  
Graphic Arts Depts., 5-9 p.m., Downtown

*June 5*– Locating Real Property, 10 a.m., Balch Library

*June 6*– 50<sup>th</sup> Anniversary of the Old and Historic District Roundtable Discussion and  
Celebration, 5:30 p.m., Mason Enterprise Center

*June 7*– Rubin Insurance and Financial Services, 12 noon, 1097 Edwards Ferry Road, NE

*June 8*– Dog Gone Natural Ribbon Cutting, 12 noon, 21 Catoctin Circle, NE

*June 14*– Hertz Ribbon Cutting, 11 a.m., 211 Catoctin Circle, NE

## **REGULARLY SCHEDULED COUNCIL MEETINGS**

Citizens are invited to attend and participate in Town Council meetings. The petitioner's portion of the meeting and scheduled public hearings offer the public two opportunities to present their views to the Council during its meeting.

### **Petitioners**

The petitioners' portion of the Council agenda is the first item taken up by the Council following proclamations and certificates of appreciation. This part of the meeting affords individuals the opportunity to address the Council on any matter not scheduled for a public hearing. Prior to the meeting, those citizens wishing to speak should sign the Clerk's Register on the podium at the front of the Chambers. The Mayor will announce the availability of the sign-up sheet at the beginning of all regular meetings. Petitioners' presentations should be limited to five minutes.

### **Public Hearings**

Certain items of Town business can only be conducted after the Town Council conducts an advertised public hearing. Certain major issues affecting the town's government can also be scheduled for public hearing at the option of the Council. Adoption of the town budget, rezonings, special exceptions and amendments to the Town's subdivision and zoning ordinances all require a public hearing.

### **Decorum**

A person addressing the Council as a petitioner, or during a public hearing, should advance to the podium when recognized by the Mayor and state his or her name and address. Persons should also indicate whether they are representing anyone other than themselves. After the presentation or comments, the Mayor or members of Council may have questions of the petitioner. Decorum will be maintained. Statements, which are demeaning or defamatory to members of the public, the staff or the Council, are inappropriate and out of order.

## **OTHER COUNCIL MEETINGS**

### **Work Sessions/Committee of the Whole**

Council may elect to place an item on the Tuesday night meeting agenda for action. Items will only be added to the agenda if agreed to by a majority of Council present.

### **Closed Sessions**

Under certain circumstances, the Virginia Freedom of Information Act permits the Town Council to meet in a session where the public is excluded. This may be a discussion of personnel matters, legal matters, the acquisition or sale of property and other selected topics. The Council can only go into closed session from a public session and the notice must cite the specific statutory authority to go into closed session and also indicate the general topic to be discussed. Only those matters in the adopted motion to go into closed session can be discussed at that time.

## **TOWN COUNCIL AGENDA MATERIALS**

Generally, all items on the regular Council agenda have been first considered at the Council Committee of the Whole. Individual council members, however, can request full Council action on an item considered, but not reported out of committee.

Materials previously distributed to the Council on Thursday are available to citizens on request from the Clerk's Office. Citizens may also provide the Clerk of Council with an e-mail address or self-addressed, stamped envelopes and Council agendas will be provided to the citizens without further charge. For more information, call the Clerk's Office at (703) 771-2733 during normal business hours or e-mail at [clerk@leesburgva.gov](mailto:clerk@leesburgva.gov).

Meeting agenda packets are available for public inspection in the lobby of Town Hall on Thursdays prior to the scheduled meeting. Council agendas can also be viewed on the town's World Wide Web site at <http://www.leesburgva.gov>.